

COMNAVAIRPACINST 1430.1D  
N018  
14 Jul 00

COMNAVAIRPAC INSTRUCTION 1430.1D

Subj: COMMANDER NAVAL AIR FORCE, U.S. PACIFIC FLEET STAFF PROFESSIONAL  
DEVELOPMENT BOARD

Ref: (a) CINCPACFLTINST 5440.3H

Encl: (1) Professional Development Board Appraisal

1. Purpose. To establish a Staff Professional Development Board (PDB) for all enlisted personnel attached to this Headquarters. This is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMNAVAIRPACINST 1430.1C

3. Background. Reference (a) requires that a formal PDB be established within the operating units and shore activities of the Pacific Fleet. The purpose of this board is to provide all enlisted personnel an impartial and fair opportunity to attain greater positions of responsibility, commensurate with their abilities and the needs of the Naval Service. The board shall not be limited to a striker designation program, and will encompass all facets of professional growth as required by individual necessity. The board will consist of officer and enlisted members representing varied backgrounds. Division Officers and Leading chief Petty Officers shall accompany their personnel in all appearances before the PDB.

4. Board Composition

a. Command Master Chief. The Command Master Chief (CMC) will be chairman of the board. In the CMC's absence, the board shall appoint an alternate Master Chief Petty Officer. The chairman will:

(1) Convene the board. The CMC will designate the time and place of each meeting.

(2) Notify Division Officers and/or leading Chief Petty Officers of personnel scheduled to attend the board, as to the time and place of the meeting.

(3) Maintain minutes of each meeting and forward the recommendations of the board (enclosure (1)) to the Chief of Staff, via the Assistant Flag Secretary (AFS).

b. Assistant Flag Secretary. The Assistant Flag Secretary (AFS) (or his designated representative) will attend each meeting of the PDB to provide expertise in the areas of Personnel Support Detachment (PSD) liaison and internal staff assignment of enlisted personnel. The AFS will review and forward the minutes/recommendations to the Chief of Staff.

c. Staff Career Counselor. The Staff Career Counselor (SCC) will serve as a permanent member of the PDB. The SCC will:

- (1) Schedule enlisted personnel to appear before the PDB, via the CMC.
- (2) Brief the board with a Professional Development Board Appraisal (enclosure (1)) for all personnel appearing before the board.
- (3) Provide the board with service records of those personnel appearing before the board.
- (4) Provide the board with appropriate instructions, notices, and directives with which to evaluate all pertinent data of each individual case appearing before the board.

d. Division Officer (DO)/Leading Chief Petty Officer (LCPO): personnel appearing before the board will be accompanied by their DO and LCPO. They will also serve as members of the board. The LCPO will follow-up board actions and recommendations to achieve maximum effectiveness.

5. Board Interviewees. The PDB will interview the following personnel:

a. Non-designated, non-rated personnel. Personnel in this category will appear before the board within six weeks of reporting on board the staff. The purpose of this board will be to advise the member of advancement requirements and eligibility requirements to enter a specific rating.

b. Personnel failing to attain pay grade E-3 within eighteen months of active duty service date, or if otherwise eligible, will be provided with specific guidance regarding the advancement system. Leading chief petty officers will monitor completion of all advancement requirements.

c. Personnel in pay grades E-4, E-5, and E-6 who Pass, but are not Advanced (PNA) or fail the Navy-wide advancement examination. Personnel in this category will receive PDB counseling regarding methods of self-study, training, and preparation for the advancement examination.

d. Career personnel in pay grades E-6, E-7, and E-8 who were not selection board eligible or board eligible and not selected for advancement. Personnel in these categories will receive PDB counseling in an effort to identify areas of weakness and to formulate goals to strengthen these areas.

/s/

A. E. HAEFNER  
Chief of Staff

Distribution:

Staff Organization and Regulations Manual, Article 13101, Limited Staff

Stocked:

COMNAVAIRPAC (N004)

PROFESSIONAL DEVELOPMENT BOARD APPRAISAL

NAME \_\_\_\_\_ RATE \_\_\_\_\_ SSN \_\_\_\_\_

CODE \_\_\_\_\_ PHONE \_\_\_\_\_

DATE REPORTED \_\_\_\_\_ ADSD \_\_\_\_\_ PRD \_\_\_\_\_ EASO \_\_\_\_\_

DESIRED RATING \_\_\_\_\_ ADVANCE CATEGORY:     I       II       III

CAT I:                    CLOSED "A" SCHOOL REQUIRED

CAT II:                   OPEN TO MEN ONLY

CAT III:                  OPEN TO ALL

REGA ADVANCEMENT RATING \_\_\_\_\_ (FAIR 39%, GOOD 40-69%, EXCELLENT 70%)

PHYSICALLY QUALIFIED \_\_\_\_\_ SECURITY CLEARANCE REQUIRED \_\_\_\_\_

ASVAB SCORES:     \* AFQT \_\_\_\_\_

GS (GENERAL SCIENCE) \_\_\_\_\_ CS (CODE SPEED) \_\_\_\_\_

MC (MECHANICAL COMPREHENSION) \_\_\_\_\_ AR (ARITHMETIC REASONING) \_\_\_\_\_

AS (AUTO SHOP) \_\_\_\_\_ EI (ELECTRIC INFO) \_\_\_\_\_

NO (NUMERICAL OPERATIONS) \_\_\_\_\_ MK (MATH KNOWLEDGE) \_\_\_\_\_

VE (VERBAL) \_\_\_\_\_

\*NOTE: SEE ATTACHED PAGE FOR ASVAB MINIMUM QUALIFICATIONS FOR "A" SCHOOL

CURRENT BILLET \_\_\_\_\_ DATE ASSIGNED \_\_\_\_\_

HISTORY OF TAD ASSIGNMENTS/DATE ASSIGNED

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COMNAVAIRPACINST 1430.1D

ADVANCEMENT EXAMINATION RESULTS ATTAINED THUS FAR FOR NEXT HIGHER PAY GRADE

<u>CYCLE</u>	<u>RAW</u> <u>TEST SCORE</u>	<u>FINAL</u> <u>MULTIPLE ATTAINED</u>	<u>MINIMUM</u> <u>MULTIPLE ATTAINED</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LAST THREE EVALUATIONS:

<u>DATE</u>	<u>MARKS ASSIGNED (BLOCKS 27 THRU 37)</u>
_____	_____
_____	_____
_____	_____

PROFESSIONAL DEVELOPMENT BOARD APPRAISAL

DATE OF INTERVIEW \_\_\_\_\_

BOARDS FINDINGS AND RECOMMENDATION: (INCLUDE COMMENTS PERTINENT TO MEMBERS'S ATTITUDE, MOTIVATION AND POTENTIAL FOR SUCCESS.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPECIFIC COURSE OF ACTION REQUIRED BY MEMBER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTION DUE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE-EVALUATION DATE \_\_\_\_\_

STAFF CAREER COUNSELOR COMMENTS:

COMMAND MASTER CHIEF ENDORSEMENT: APPROVED/DISAPPROVED. COMMENTS:

ASSISTANT FLAG SECRETARY REVIEW:

CHIEF OF STAFF ENDORSEMENT: APPROVED/DISAPPROVED

(RETURN TO STAFF CAREER COUNSELOR UPON COMPLETION)

STAFF CAREER COUNSELOR: RETAIN ORIGINAL, FORWARD COPY TO: CHAIRMAN, ASSISTANT FLAG SECRETARY (PAGE 13 ENTRY REQUIRED), DEPT HEAD, DIVISION OFFICER, DIVISION LEADING CHIEF PETTY OFFICER, BRANCH CHIEF (IF APPLICABLE)\*

\*BY COPY OF THIS APPRAISAL, ALL ADDRESSEES ARE REQUIRED TO SCREEN SAME FOR REQUIRED ACTION.